TEACHER'S
ATTENDANCE AND SCHOLARSHIP RECORDS AND REPORTS

Form No. C. A. 100

DESIGNED FOR RURAL AND SMALL GRADED SCHOOLS

Manufactured by

IHLING BROS. EVERARD CO.

KALAMAZOO, MICHIGAN

MODEL PAGE PROPERLY FILLED OUT

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH

Beginning Oct 3, 1927 — Ending Oct 28, 1927 — Dist. No. 3 — Lowell Township — Julia Smith Teacher — No. of Days Taught 20

Arithmetic	Drawing	Language—Grammar	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Agriculture	Civil Gov't	Nature Study	Number	Grade	NAMES OF PUPILS (Opening Day's Registration Should be Listed Alphabetically)	Age	Sex	1st Week M 3	T 4	W 5	T 6	F 7	2d Week M 10	T 11	W 12	T 13	F 14	3d Week M 17	T 18	W 19	T 20	F 21	4th Week M 24	T 25	W 26	T 27	F 28	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
B	B	A	C	B	B	B	A	B				1	6	Anderson, Jennie	11	F																					40		20		
	D	B		B	C	C	B				D	2	2	Clawson, Donald	6	M			T																	X	38	2	20	1	
A	B	B	B	C	B	A	A	B				3	7	Bates, Mary	13	F						\										\					38	2	20		
B	C	B		B	C	B	C	A			B	4	3	Bowman, Henry	8	M																					40		20		
	C	C		B	C	D	C				C	5	1	Daniels, Emma	5	F				/		I		\			X					/				X	33	7	20	2	Sickly
B	A	B	C	B	A	B	A		C	B		6	8	Ennes, Lucy	14	F	\					T					X										37	3	20	1	
A	B	B	A	B	B	C	C	B				7	6	Foster, John	12	M												⌒								/	39	1	20		
B	A	C		B	A	B	C	B				8	5	Griffith, Frank	10	M																					40		20		
C	B	A		C	B	A	B	B			B	9	3	Heinz, Inez	7	F				⊥																	40		20	1	
B	C	B		D	C	B	A	B			B	10	4	Jarvis, Arvid	8	M									/												39	1	20		
C	B	B		B	B	A	B	C			C	11	4	King, Minnie	9	F													T			L					30		15	1	
	A	B		A	A	B	B				B	12	1	Nichols, Beatrice	5	F																					40		20		
	B	C		B	A	B	B				B	13	2	Washburn, Ada	6	F																					40		20		
B	C	D	F	C	B	C	C		B	C		14	8	O'Brien, Edward	15	M	RT					T				/	/								⊥	/	37	3	20	2	Work Permit Revoked
A	B	B		C	B	B	C	B				15	5	Emerick, Roy	11	M	R														/						39	1	20		
C	C	B		B	D	C	D	C				16	5	Olson, Oscar	10	M						ET															30		15		Transferred from Portland Twp., Ionia Co.
												17																													
												18																													
												47																													
												48																													
																																					600	20	310	8	Monthly Totals

SCHOLARSHIP MARKS

A=Excellent E=Failure
B=Good X=Absent from examination
C=Average I=Incomplete
D=Poor

MEMORANDA

Scholarship Credits —
Minnie King, 3 wks only
Oscar Olson, 3 wks only

ATTENDANCE SYMBOLS

R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
I=Tardy both A.M. and P.M.
\ =Absent in Forenoon
/ =Absent in Afternoon
X=Absent all Day

A minus sign after ET, RT, or L means "in Afternoon."

NOTE

See MODEL on inside Title Page; also, INSTRUCTIONS FOR TEACHER.

LF4964 School Records donated by Lue Lyett Madden 9-22-57

Name of Teacher Hazel E. Richards

Township Alamo School District 4

INSTRUCTIONS FOR THE TEACHER

(Forms CA 100 A and CA 100 B)

From the accompanying Daily Attendance and Monthly Scholarship Record, or other attendance register in use, fill in each current day the proper items. This record is to be made in duplicate, using a sharp pencil and a carbon sheet.

At the close of the school month, the original or white sheet of this form should be promptly transmitted to your county commissioner of schools. The Commissioner of Schools may request the teachers in township or small graded schools to send the reports to the Superintendent in charge.

Data inserted in spaces under "Students Received" and "Students Left" will be found invaluable in checking with current reports, form CA-27; also, with entries and withdrawals recorded on the Daily Attendance and Scholarship Record.

Column 1. REGISTRATION shall designate the first enrollment of a child in a MICHIGAN SCHOOL, either public or private, during the current school year, and SHALL BE RECORDED THE FIRST DAY, AND THE FIRST DAY ONLY, THAT THE CHILD IS IN SCHOOL. A pupil entering from outside the state shall be considered a new registration. Registration for "Year to Date" is an increasing number, which cannot be diminished.

Column 2. A child Received by Transfer must not be added to Registration. A child entering is a transfer when coming from another teacher or school in Michigan where he has already been enrolled during the current school year.

Column 3. RETURNS. There are some students who are marked LEFT then later in the year return, either because the family has returned, an employment permit revoked, or other similar cause. Such cases ONLY should be entered in Column 3 and must be explained in the MEMORANDA.

Column 4. All "Lefts" are to be regarded as permanent "Lefts." No child should be marked "Left" except when transferred to some other teacher or school, or when legally excused from attendance in accordance with the provisions of the school law and with regulations set up by the Superintendent of Public Instruction.

When opening a new month's report, opposite "Totals from Last Month" place numbers brought forward from "Totals for Year to Date" of previous month's report. Then, at the close of the month, add "Totals for the Month" to "Totals from Last Month" to secure "Totals for Year to Date" of current month. Only new registrations are to be added to make totals in column 1.

DAILY MEMBERSHIP for the year is to be computed according to item 8 on Form 100 B. Daily membership for any current day will be the membership for the preceding day plus new entries for the current day under column 1, 2, and 3, less losses for the day under Column 4. DAILY MEMBERSHIP means number belonging at date and is not to be confused with REGISTRATION or with actual attendance.

Attendance is to be recorded only on the days school is actually in session. Average attendance is obtained under item 10 on Form CA 100 B.

The totals for each month in columns 1, 2, 3, 4, 5, and 6 are to be recorded on Form CA 100 B. The totals of these columns for the school year should be the same as the "Totals to Date" on the last month's report. Items 7, 8, 9, 10, 11, 12 and 13 are to be computed at the close of the school year and the white sheet of Form CA 100B is to be sent to the Commissioner with the last month's report.

The spaces for "Extra Days Taught" are to be used only for days taught, if any, in making up lost time not previously reported.

Use code given below for "Country of Birth" for both Father and Mother.

Albania	65	Greece	46	Poland	50
Arabia	63	Holland	21	Portugal	44
Armenia	61	Hungary	60	Roumania	45
Australia	15	India	85	Russia	52
Austria	22	Ireland	13	Scotland	11
Belgium	42	Italy	40	Serbia	53
Bohemia	51	Japan	81	Spain	43
Bulgaria	54	Jugo-Slavia	53	Sweden	30
Canada	14	Latvia	56	Switzerland	23
China	80	Lithuania	55	Syria	62
Colored	99	Malay Peninsula	86	Turkey	64
Czecho-Slovakia	51	Mexico	82	Ukraine	52
Denmark	32	Montenegro	53	U. S. White	01
England	10	Negro	99	U. S. Colored	99
Esthonia	57	Netherlands	21	U. S. Indian	84
Finland	33	Norway	31	Wales	12
France	41	Persia	66	West Indies	83
Germany	20			Unknown	70

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH
BEGINNING Sept 7 1942 — ENDING Oct 2 1942 — NO. OF DAYS IN SESSION 19

DIST. NO. 4 — Alamo TOWNSHIP — Hazel E. Richards TEACHER

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't			Number	Grade	NAMES OF PUPILS Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth	Age	Sex	1st Week M T W T F	2d Week M T W T F	3d Week M T W T F	4th Week M T W T F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
A		B		B	C	A	A	B					1	3	Buck, Betty Jean	8	F	M: Labor Day				36		19		
C		C			B	B	A						2	2	" , Flora Mae	6	F					36		19		
C		B		B	C	C	B	D					3	4	" , Richard	9	M					36		19		
													4	7	Lawson, Duane	13	M			F: L		24		12		
B		B		C	C	A	A	B					5	4	Mollitor, Crystall	8	F					36		19		
B		C			B	C	C						6	1	Rutledge, Robert	6	M				M: X, T: X	32	4	19		
D		D	D	C	C	C	E	D					7	Un	Strauss, Frederick	14	M					36		19		
C		C	C	A	C	C	C	D					8	5	" , Hazel	10	F					36		19		
													9													
													10													
													11													
													12													
													13													
													14													
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													34													
													35													
													36													
													37													
													38													
													39													
													40													
																					Monthly Totals	272	4	145		

Teacher absent
Will be made up.

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE:—See Model on Inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-50360

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT 1-2-3-4-5-7

DATE OF MONTH	DAY OF WEEK	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 Received by Transfer B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A Number Present	A.M. B Number Tardy	P.M. C Number Present	P.M. D Number Tardy
	M	4	4					8	Labor Day			
	T							8	8		8	
	W							8	8		8	
	T							8	8		8	
	F							8	8		8	
	M							8	8		8	
	T							8	8		8	
	W							8	8		8	
	T							8	8		8	
	F							8	8		8	
	M							8	8		8	
	T							8	8		8	
	W							8	8		8	
	T							Teacher absent				
	F						1	8	7		7	
	M							7	6		6	
	T							7	6		6	
	W							7	7		7	
	T							7	7		7	
	F							7	7		7	
Extra Days Taught												
Extra Days Taught												
Totals for Month		4	4				1	146	136		136	
Totals for Last Mo.												
Total to Date												

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L—Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
ᚔ=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4= Membership
8+0+0-1=7

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2	Duane Lawson	Kalamazoo
3		
4		
5		
6		
7		

FOR MONTH

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

BEGINNING Oct. 5 19 42 NO. OF DAYS IN SESSION 18

ENDING Oct. 30 19 42 DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't			Number	Grade	NAMES OF PUPILS Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth	Age	Sex
A		B		B	B	A	B	A					1	3	Buck, Betty Jean	8	F
B		C			B	B	A						2	2	" , Flora Mae	6	F
C		B		B	C	C	B	D					3	4	" , Richard	9	M
B		B		A	C	A	A	C					4	4	Mollitor, Crystall	8	F
B		B			B	B	C						5	1	Rutledge, Robert	6	M
E		D	D	D	C	C	E	D					6	[illegible]	Strauss, Frederick	14	M
C		C	C	B	C	C	B	D					7	5	" , Hazel	10	F
													8				
													9				
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													39				
													40				

DAY OF MONTH ☞

Number	1st Week M	T	W	T	F	2d Week M	T	W	T	F	3d Week M	T	W	T	F	4th Week M	T	W	T	F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
1																					36		20		
2														Institute							36		20		
3																					36		20		
4																					36		20		
5								X	X	X											30	6	20		Hard cold.
6																					36		20		
7																					36		20		
Monthly Totals																					246	6	140		

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE.—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-50360

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT 1-2-3-4-5-Un.

DATE OF MONTH	DAY OF WEEK	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A. M. A Number Present	A. M. B Number Tardy	P. M. C Number Present	P. M. D Number Tardy
Oct. 5	M							7	7		7	
6	T							7	7		7	
7	W							7	7		7	
8	T							7	7		7	
9	F							7	7		7	
12	M							7	7		7	
13	T							7	7		7	
14	W							7	6		6	
15	T							7	6		6	
16	F							7	6		6	
19	M							7	7		7	
20	T							7	7		7	
21	W							7	7		7	
22	T							7	Institute			
23	F							7				
26	M							7	7		7	
27	T							7	7		7	
28	W							7	7		7	
29	T							7	7		7	
30	F							7	7		7	
Extra Days Taught												
Totals for Month								140	123		123	
Totals for Last Mo.		4	4				1	146	136		136	
Total to Date								286	259		259	

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
Ŧ=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH
BEGINNING Nov. 2 1942
ENDING Nov. 27 1942
DIST. NO. 4 Alamo TOWNSHIP Hazel E Richards TEACHER
NO. OF DAYS IN SESSION 18

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't			Number	Grade	Names of Pupils (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth)	Age	Sex	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
A		B		B	B	A	A	A					1	3	Buck, Betty Jean	8	F	36		18		
B		B			B	A	B						2	2	" , Flold Mae	6	F	34	2	18		Hard cold
C		C		B	B	C	A	C					3	4	" , Richard	9	M	36		18		
B		B		A	B	A	A	B					4	4	Mollitor, Crystall	8	F	36		18		
B		B			B	B	B						5	1	Rutledge, Robert	6	M	26	10	18		Flu? tonsilitis
B		C	D	C	C	C	E	D					6	Un	Strauss, Frederick	14	M	36		18		
C		C	C	B	C	C	B	C					7	5	" , Hazel	10	F	36		18		
													8									
													9									
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													36									
													37									
													38									
													39									
													40									
													Monthly Totals					240	12	[illegible]		

Day of Month (daily attendance marks):

Number	1st Week M	T	W	T	F	2d Week M	T	W	T	F	3d Week M	T	W	T	F	4th Week M	T	W	T	F
1																			Thanksgiving	
2				X																
3																				
4																				
5						X	X	X	X	X										
6																				
7																				

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-50360

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT 1-2-3-4-5-Un

Date of Month	Day of Week	1 Registration: Boys	1 Registration: Girls	2 Received by Transfer: A Other Schools in Same District	2 B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M.: A Number Present	A.M.: B Number Tardy	P.M.: C Number Present	P.M.: D Number Tardy
N 2	M							7	7		7	
3	T							7	7		7	
4	W							7	7		7	
5	T							7	6		6	
6	F							7	7		7	
9	M							7	6		6	
10	T							7	6		6	
11	W							7	6		6	
12	T							7	6		6	
13	F							7	6		6	
16	M							7	7		7	
17	T							7	7		7	
18	W							7	7		7	
19	T							7	7		7	
20	F							7	7		7	
23	M							7	7		7	
24	T							7	7		7	
25	W							7	7		7	
26	T							7	Thanksgiving			
27	F							7				
Extra Days Taught												
Totals for Month								140	120		120	
Totals for Last Mo.		4	4				1	286	259		259	
Total to Date		4	4				1	426	379		379	

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
Ɪ=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "In Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4= Membership

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

FOR MONTH

BEGINNING Dec. 30 19 42 — **DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD** — NO. OF DAYS IN SESSION 20

ENDING ______ 19__ DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't	Number	Grade	NAMES OF PUPILS (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth)	Age	Sex	1st Week M T W T F	2d Week M T W T F	3d Week M T W T F	4th Week M T W T F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
											1	3	Buck, Betty Jean		F									
B		C			B	A	C				2	2	" , Flora Mae		F				\					Lending Babies
B		B		B	B	C	A	C			3	4	" , Richard		M									
B		B		A		A	A	B			4	4	Mollitor, Crystall		F									
B		B			B	B	B				5	1	Rutledge, Robert		M									
											6	Un	Strauss, Frederick		M									
D		C	D	B	C	C	C	D			7	5	" , Hazel		F	X								
											8													
											9													
											10													
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											38													
											39													
											40													
																								Monthly Totals

Dec. 21 was taught to make up the day lost in September.

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE.—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-50360

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT 1-2-3-4-5-Un.

Date of Month	Day of Week	1 Registration: Boys	1 Registration: Girls	2 Received by Transfer A: Other Schools in Same District	2 Received by Transfer B: Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A: Number Present	A.M. B: Number Tardy	P.M. C: Number Present	P.M. D: Number Tardy
N 30	M							7	7		7	
D 1	T							7	7		7	
2	W							7	6		6	
3	T							7	7		7	
4	F							7	7		7	
7	M							7	7		7	
8	T							7	7	1	7	
9	W							7	7	4	7	
10	T							7	7	1	7	
11	F							7	7		7	
14	M							7	7		7	
15	T							7	7		7	
16	W							7	7		7	
17	T							7	7		7	
18	F							7	7		7	
28	M							7	7		7	
29	T							7	6		7	
30	W							7	7		7	
31	T							7	7		7	
J 1	F							7	New Years			
Extra Days Taught	D 21							7	7	1	7	
Totals for Month								140	138	8	139	
Totals for Last Mo.		4	4				1	426	379		379	
Total to Date		4	4				1	566	517	8	518	

ATTENDANCE SYMBOLS

R=Registered
ET=Entered by Transfer
RT=Returned
L—Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
H=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

13
3 42
1 9

FOR MONTH

BEGINNING Jan. 4 1943

ENDING Jan. 29 1943

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

NO. OF DAYS IN SESSION 20

DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER

DAY OF MONTH

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't			Number	Grade	NAMES OF PUPILS Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth	Age	Sex	1st Week M	T	W	T	F	2d Week M	T	W	T	F	3d Week M	T	W	T	F	4th Week M	T	W	T	F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
A		B		A	B	A	A	B					1	3	Buck, Betty Jean	8	F			/					\													36	2	20	1	[illegible]
B		C			B	A	C						2	2	" , Flora Mae	7	F																					38		20		
B		B		B	B	C	A	C					3	4	" , Richard	9	M																					37		20		
B		B		A	B	A	A	B					4	4	Mollitor, Crystall	8	F											\		Storm								37	1	20	1	Storm
													5	1	Rutledge, Robert	6	M				X	X	X	X	X													26	12	20		Ill.
C		C	D	C	C	C	D	D					6	Un	Strauss, Frederick	14	M														X							36	2	20		Storm
C		C	D	B	C	C	C	D					7	5	" , Hazel	10	F														X							36	2	20		"
													8																													
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													37																													
													38																													
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																																						246	19	140	2	Monthly Totals

Jan. 20 three children got to school but the teacher was unable to get to school.

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE:—See Model on Inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-50360

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT 1-2-3-4-5-6

DATE OF MONTH	DAY OF WEEK	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 Received by Transfer B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A Number Present	A.M. B Number Tardy	P.M. C Number Present	P.M. D Number Tardy
J 4	M	4						7	7		7	
5	T							7	7		7	
6	W							7	7		6	
7	T							7	6		6	
8	F							7	6		6	
11	M							7	6		6	
12	T							7	6		6	
13	W							7	6		6	
14	T							7	6		7	1
15	F							7	7		7	
19	M							7	6		7	1
19	T							7	7		7	
20	W							7	Storm			
21	T							7	5		5	
22	F							7	7		7	
25	M							7	7		7	
26	T							7	7		7	
27	W							7	7		7	
28	T							7	7		7	
29	F							7	7		7	
Extra Days Taught												
Totals for Month								140	124		125	2
Totals for Last Mo.		4	4				1	573	517	8	518	0
Total to Date		4	4				1	713	641	8	643	2

ATTENDANCE SYMBOLS

R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
Ŧ=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3−Col. 4=Membership

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

FOR MONTH

BEGINNING Feb. 1 1943

ENDING Feb. 26 1943

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER

NO. OF DAYS IN SESSION 20

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't			Number	Grade	NAMES OF PUPILS Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth	Age	Sex	1st Week M	T	W	T	F	2d Week M	T	W	T	F	3d Week M	T	W	T	F	4th Week M	T	W	T	F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
A		B		A	B	A	A	B					1	3	Buck, Betty Joan	8	F																									
A		B			B	A	C						2	2	", Flora Mae	7	F																									
B		B		A	B	C	A	B					3	4	", Richard	10	M					T																				
B		B		B	B	A	A	B					4	4	Mollitor, Crystall	8	F																									
													5	1	Rutledge, Robert	6	M				X	X	X	X	X	X	X															Cold & stomach trouble
B		B	C	C	C	C	F	D					6	4y	Stranda, Frederick	15	M																									
C		C	D	A	C	C	C	D					7	5	", Hazel	11	F																									
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													40																													

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

Monthly Totals

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-50360

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT 1-6

Date of Month	Day of Week	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 Received by Transfer B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A Number Present	A.M. B Number Tardy	P.M. C Number Present	P.M. D Number Tardy
Feb 1	M							7	7		7	
2	T							7	7		7	
3	W							7	7		7	
4	T							7	6		6	
5	F							7	6	1	6	
8	M							7	6		6	
9	T							7	6		6	
10	W							7	6		6	
11	T							7	6		6	
12	F							7	6		6	
15	M							7	7		7	
16	T							7	7		7	
17	W							7	7		7	
18	T							7	7		7	
19	F							7	7		7	
22	M							7	7		7	
23	T							7	7		7	
24	W							7	7		7	
25	T							7	7		7	
26	F							7	7		7	
Extra Days Taught												
Totals for Month								140	133	1	133	
Totals for Last Mo.		4	4				1	713	641	8	643	2
Total to Date		4	4				1	853	774	9	776	2

ATTENDANCE SYMBOLS

R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
Ⅱ=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3−Col. 4=Membership

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH
BEGINNING Mar. 1 1943
ENDING Mar. 26 1943
DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER
NO. OF DAYS IN SESSION 19

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't	Number	Grade	NAMES OF PUPILS Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth	Age	Sex	1st Week M T W T F	2d Week M T W T F	3d Week M T W T F	4th Week M T W T F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
A		A		B	B	A	A	B			1	3	Buck, Betty Jean	8	F				X	37	1	19		Sore throat
											2	2	" , Flora Mae	7	F			X X X X X		28	10	19		Sore tonsils
											3	4	" , Richard	10	M		\		X	35	3	19		Caring for sore [illegible]
											4	4	Mollitor, Crystall	8	F					38		19		
											5	1	Rutledge, Robert	6	M					37		19		
											6	Un	Strand, Frederick	15	M					35		19		
8		C	C	B	C	C	C	E			7	5	" , Hazel	11	F					38		19		
											8													
											9													
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											39													
											40													
																			Monthly Totals	252	14	133		

Teacher attended a funeral. The day will be made up.

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE:—See Model on Inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-50360

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT 1—6

DATE OF MONTH	DAY OF WEEK	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 Received by Transfer B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A. M. A Number Present	A. M. B Number Tardy	P. M. C Number Present	P. M. D Number Tardy
M 1	M							Teacher absent.				
2	T							7	7		7	
3	W							7	7		7	
4	T							7	7		7	
5	F							7	7		7	
8	M							7	7		7	
9	T							7	6		7	
10	W							7	7		7	
11	T							7	7		7	
12	F							7	7		7	
15	M							7	6		6	
16	T							7	6		6	
17	W							7	6		6	
18	T							7	6		6	
19	F							7	6		6	
22	M							7	[illegible]		6	
23	T							7	7		7	
24	W							7	7		7	
25	T							7	7		7	
26	F							7	7		7	
Extra Days Taught												
Totals for Month								133	125		127	
Totals for Last Mo.		4	4				1	853	774		776	
Total to Date		4	4				1	986	899		903	

ATTENDANCE SYMBOLS

R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
Ŧ=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "In Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4= Membership

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

13-Ja-86/127

FOR MONTH
BEGINNING Mar. 29 1943
ENDING Apr. 23 1943

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

NO. OF DAYS IN SESSION 19

DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't	Number	Grade	NAMES OF PUPILS Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth	Age	Sex	1st Week M	T	W	T	F	2d Week M	T	W	T	F	3d Week M	T	W	T	F	4th Week M	T	W	T	F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
A		B			B	A	A	B			1	3	Buck, Betty Jean	8	F							Institute														38		20		
B		B			B	A	C				2	2	" , Flora Mae	7	F																					38		20		
B		C			B	C	B	C			3	4	" , Richard	10	M																					38		20		
B		B			B	A	A	C			4	4	Mollitor, Crystall	9	F																X	X				34	4	20		In town
											5	1	Rutledge, Robert	6	M											X										36	2	20		Cold
C		D	D	C	C	C	D	D			6	m	Strauss, Frederick	15	M				X		X												X			32	6	20		Worked in potatoes
C		C	C	B	C	C	B	D			7	5	" , Hazel	11	F																					38		20		
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											40																													
													Monthly Totals																											

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-50360

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT 1-6

DATE OF MONTH	DAY OF WEEK	1 Registration Boys	Girls	2 Received by Transfer A Other Schools in Same District	B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A Number Present	B Number Tardy	P.M. C Number Present	D Number Tardy
M 29	M							7	7		7	
30	T							7	7		7	
31	W							7	7		7	
A 1	T							7	6		6	
2	F							7	7		7	
5	M							7	6		6	
6	T							7	Institute			
7	W							7	7		7	
8	T							7	7		7	
9	F							7	7		7	
12	M							7	6		6	
13	T							7	7		7	
14	W							7	7		7	
15	T							7	7		7	
16	F							7	7		7	
19	M							7	6		6	
20	T							7	6		6	
21	W							7	6		6	
22	T							7	7		7	
23	F							7	7		7	
Extra Days Taught												
Totals for Month								140	127		127	
Totals for Last Mo.		4	4				1	986	899		903	
Total to Date		4	4				1	1126	1026		1030	

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
Ⱶ=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH BEGINNING April 26 1943 ENDING May 1943

NO. OF DAYS IN SESSION 21

DIST. NO. 4 Alamo TOWNSHIP Hazel E. Richards TEACHER

Arithmetic	Arts	English	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Science	Civil Gov't	Number	Grade	Names of Pupils (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth)	Age	Sex
A		B			B	A	B	B			1	3	Buck, Betty Jean	8	F
A		B			B	A	B				2	2	" , Flora Mae	7	F
B		B			B	C	C	D			3	4	" , Richard	10	M
B		B			B	A	A	D			4	4	Mollitor, Crystal	9	F
											5	1	Rutledge, Robert	6	M
D		D	D	B	C	C	C	D			6	Un	Strauss, Frederick	15	M
B		C	D	B	C	C	C	C			7	5	" , Hazel	11	F
											8				
											9				
											10				
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DAY OF MONTH ☞

Number	1st Week M	T	W	T	F	2d Week M	T	W	T	F	3d Week M	T	W	T	F	4th Week M	T	W	T	F	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Special Explanations
1		T								X								X			38	4	21	1	Dentist
2		T																			42		21	1	
3		T																			42		21	1	
4																					42		21		
5																					42		21		
6																					42		21		
7																					42		21		
Monthly Totals																					290	4	147	3	

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination I=Incomplete or S=Superior U=Unsatisfactory

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

Form CA-100A Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-50360

TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

GRADES TAUGHT 1-6.

Date of Month	Day of Week	1 Registration: Boys	1 Registration: Girls	2 Received by Transfer: A Other Schools in Same District	2 Received by Transfer: B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M.: A Number Present	A.M.: B Number Tardy	P.M.: C Number Present	P.M.: D Number Tardy
A 26	M							7	7		7	
27	T							7	7	3	7	
28	W							7	7		7	
29	T							7	7		7	
30	F							7	7		7	
M 3	M							7	7		7	
4	T							7	7		7	
5	W							7	7		7	
6	T							7	7		7	
7	F							7	6		6	
10	M							7	7		7	
11	T							7	7		7	
12	W							7	7		7	
13	T							7	7		7	
14	F							7	7		7	
17	M							7	7		7	
18	T							7	7		7	
19	W							7	6		6	
20	T							7	7		7	
21	F							7	7		7	
Extra Days Taught	M 24							7	7		7	
Totals for Month								147	145	3	145	
Totals for Last Mo.		4	4				1	1126	1026	9	1030	2
Total to Date								1273	1171	12	1175	2

ATTENDANCE SYMBOLS

R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
Ξ=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4= Membership

STUDENTS RECEIVED

	NAME	FROM WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

STUDENTS LEFT

	NAME	TO WHAT SCHOOL
1		
2		
3		
4		
5		
6		
7		

ANNUAL SUMMARY OF REGISTRATION AND ATTENDANCE

For the School Year ending June 30, 1943

Dist No. 4 Alamo Township Kalamazoo County

MONTH OF SCHOOL YEAR	1 Registration Boys	1 Registration Girls	2 Received by Transfer A Other Schools in Same District	2 Received by Transfer B Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A.M. A Number Present	6 A.M. B Number Tardy	6 P.M. C Number Present	6 P.M. D Number Tardy
Sept	4	4				1	146	136		136	
Oct							140	123		123	
Nov.							140	120		120	
Dec.							149	138	8	139	
Jan.							140	124		125	
Feb.							140	133	1	133	
Mar.							133	125		127	
Apr.							140	127		127	
May.							147	145	3	145	
TOTALS							1273	1171	12	1175	2

Item 7 — PROOF OF MEMBERSHIP Col.1 + Col.2 + Col.3 — Col.4 = Item 7

8 + 0 + 0 - 1 = 7

Item 8 — AVERAGE MEMBERSHIP Col.5 ÷ Item 13 = Item 8

7.07

Item 9 — SUM OF DAILY ATTENDANCE Col. 6A + Col. 6C ÷ 2 = Item 9

1171 + 1175 = 2346

2346 ÷ 2 = 1173

Item 10 — AVERAGE ATTENDANCE Item 9 ÷ Item 12 = Item 10

1173 ÷ 172 =

6.82

Item 11 — TOTAL TARDINESS 14

Item 12 — ACTUAL NUMBER OF DAYS SCHOOL WAS IN SESSION 172

Item 13 — NUMBER OF DAYS FOR WHICH TEACHER WAS PAID 180

Item 14 — MEMORANDA

ANNUAL REPORT TO COMMISSIONER AND DIRECTOR

1. Total registration for year (Col. 1) 8
2. Number received from all sources during year (Col. 2 plus Col. 3) 0
3. Number lost from all causes during year (Col. 4) 1
4. Average daily attendance for the year (Item 10) (a) K-6 or 8____ (b) 7-12____
5. Membership by grades at close of year
   Kg____, 1 1, 2 1, 3 1, 4 2, 5 1, 6____,
   7____, 8____, 9____, 10____, 11____, 12____,
   Others 1 TOTAL____
6. Number of non-resident pupils in school (a) K-8 0 (b) 9-12____
7. Number of pupils transported 0 (a) K-8 0 (b) 9-12 3
8. Number of pupils attending school in another district (a) K-8 0 (b) 9-12 3
9. Number of children in district enrolled in private and parochial schools____
10. (a) Number of public school houses in district 1
    (b) Number of class rooms in district 1
11. (a) Has the district a library established by vote of the district?____
    (b) Number of volumes added to library during year____
    (c) Total number of volumes in library____

Form CA-100B Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-50360

12. Does the district furnish free text books to (a) indigent pupils only____
    (b) all elementary pupils____ (c) all secondary pupils____
    (d) to none ✓
13. Has your school 1. a motion picture projector____, 2. sound equipment____, 3. stereopticon projector____, 4. a radio____, 5. a piano ✓, 6. a phonograph____ 7. electricity ✓, 8. an organ____
14. Number of teaching positions____ (a) K-6____ (b) 7-12____
15. Number of different teachers employed 1
16. Average membership for the year: (Districts teaching only first eight grades, list all in elementary division) (Item 8)____
    a. Elementary (Grades K-6 inclusive, except as noted above)____
    b. Number of Elementary teachers____
    c. Secondary (Grades 7-12)____
    d. Number of Secondary teachers____
17. Number of days school was in session (Item 12)____
18. Number of days for which teachers were paid (Item 13)____
19. Number of pupils granted 8th grade diplomas____
20. Number of last years graduates in high school 1
21. Has the district all supplies, dictionaries, globe, maps (required by law?) (Page 17, 1936 School Laws). (List missing items) Yes
22. Are hygiene and physiology being taught as provided by law? Yes
23. (a) What is the source of water supply? Pump
    (b) Kind of toilets? Outdoor
    (c) Are both approved by the Health Department?____
24. (a) Is the heating plant adequate? Yes
    (b) Is it in good condition? Fair
25. Does the district furnish seat work material? Yes
26. (a) Have you a P. T. A. or other community group? What? None
    (b) Name of President____ Address____
27. Years of teaching experience 20
28. Years of training beyond high school 2 yrs. 4 summers
29. Kind of degree____ Institution____
30. What year was your certificate registered in the commissioner's office?____
31. In what month did you pay your institute fee for this year? Sept
32. Annual salary received this year $810
33. Where will you teach next year?____
34. Recommendations for the betterment of your school New chairs, Gravel all around the schoolhouse

SPECIAL DIRECTIONS:
Make Annual Report complete in three copies. One to School Commissioner, one to School Director and one to Successor.

Hazel E. Richards
Signature of Teacher, Principal or Superintendent.

The last check should not be given to the teacher until a receipt is produced showing that all fees are paid and all reports are complete. Where there is more than one room one report should be sent to the Commissioner for the whole school. Every blank should be completed.

FOR YEAR

Beginning Sept. 7, 1942
Ending May 21, 1943

Dist. No. 4 Alamo Township Hazel S. Richards Teacher

FINAL REPORT TO SUCCESSOR AND COMMISSIONER (OR SUPERINTENDENT) ON ATTENDANCE, SCHOLARSHIP RECORDS, CLASS SUMMARIES AND RECOMMENDATIONS

Total No. of Days Taught 172

Teacher's Salary

BRANCHES: Arithmetic	Drawing	Language–Grammar	History	Physiology–Hygiene	Penmanship	Reading	Spelling	Geography	Agriculture	Civil Gov't			Promoted * to Grade	Number	Grade	Names of Pupils	Date of Birth	Sex	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Date of Entry	R. Et. or Ret.	Date Left	Recommendations
B		B		A	B	A	B	B					4	1	3	Buck, Betty Jean	11/31/34	F	[illegible]		180					
B		C			C	B	B						3	2	2	" [illegible] Mae	10/14/35	F	335		"					
B		C		B	C	C	C	C					5	3	4	" Richard	1/31/33	M	345		"					
B		B		B	B	A	A	C					5	4	4	Mollitor, Crystall	3/28/34	F			"					
C		B			B	C	B						2	5	1	Rutledge, Robert	7/24/36	M	350		"					
D		C		D	C	C	D	C						6	Un	Strauss, Frederick	1/26/28	M	310		"					
B		C		B	C	C	C	C					6	7	5	" Hazel	1/16/32	F	342		"					
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														56												

=YEARS TOTALS

FOR PART-TIME AND SUBSTITUTE TEACHERS IN RURAL SCHOOLS ONLY

Names of Teachers Employed	Date Certificate Was Issued	Kind of Certificate Life, Limited, Etc.	Teacher Training Institution	Date of Expiration of Certificate	No. Days Employed	Hours per Day	Salary Received

Form CA-100C

ANNUAL SUMMARY OF REGISTRATION AND ATTENDANCE

For the School Year ending June 30, 19 45

Dist No. 4 Alamo Township Kalamazoo County

Month of School Year	1 Registration: Boys	1 Registration: Girls	2 Received by Transfer: A. Other Schools in Same District	2 Received by Transfer: B. Other Schools in the State	3 Returns	4 Losses	5 Daily Membership	6 Daily Attendance A. M.: A. Number Present	6 Daily Attendance A. M.: B. Number Tardy	6 Daily Attendance P. M.: C. Number Present	6 Daily Attendance P. M.: D. Number Tardy
Sept	4	4				1	144	136		136	
Oct							140	123		123	
Nov.							140	120		120	
Dec.							149	139		139	
Jan.							140	124		125	
Feb.							140	123	1	133	
Mar.							[illegible]	126		127	
Apr.							140	127		127	
May							147	145	3	145	
TOTALS							1273	1171	12	1175	2

Item 7 PROOF OF MEMBERSHIP Col.1+Col.2+Col.3—Col.4=Item 7: 7 + 0 + 0 - 1 = 7

Item 8 AVERAGE MEMBERSHIP Col.5÷Item 13=Item 8: 7.07

Item 9 SUM OF DAILY ATTENDANCE Col. 6A+Col. 6C÷2=Item 9: 1171 + 1175 = 2346; 2346 ÷ 2 = 1173

Item 10 AVERAGE ATTENDANCE Item 9÷Item 12=Item 10: 1173 ÷ 172 = 6.82

Item 11 TOTAL TARDINESS: 14

Item 12 ACTUAL NUMBER OF DAYS SCHOOL WAS IN SESSION: 172

Item 13 NUMBER OF DAYS FOR WHICH TEACHER WAS PAID

Item 14 MEMORANDA

ANNUAL REPORT TO COMMISSIONER AND DIRECTOR

1. Total registration for year (Col. 1) 8
2. Number received from all sources during year (Col. 2 plus Col. 3) 0
3. Number lost from all causes during year (Col. 4) 1
4. Average daily attendance for the year (Item 10) (a) K-6 or 8____ (b) 7-12____
5. Membership by grades at close of year
   Kg____, 1____, 2 1, 3____, 4 2, 5 1, 6____,
   7____, 8____, 9____, 10____, 11____, 12____,
   Others 1 TOTAL____
6. Number of non-resident pupils in school (a) K-8 0 (b) 9-12____
7. Number of pupils transported 0 (a) K-8 0 (b) 9-12 3
8. Number of pupils attending school in another district (a) K-8 0 (b) 9-12 3
9. Number of children in district enrolled in private and parochial schools____
10. (a) Number of public school houses in district 1
    (b) Number of class rooms in district 1
11. (a) Has the district a library established by vote of the district?____
    (b) Number of volumes added to library during year____
    (c) Total number of volumes in library____

Form CA-1009 Printed on 20 lb. Sulphite Bond No. 2 Ihling Bros. Everard Co., Kalamazoo, Mich. C-50360

12. Does the district furnish free text books to (a) indigent pupils only____
    (b) all elementary pupils____ (c) all secondary pupils____
    (d) to none ✓
13. Has your school 1. a motion picture projector____, 2. sound equipment____, 3. stereopticon projector____, 4. a radio____,
    5. a piano ✓, 6. a phonograph____ 7. electricity ✓, 8. an organ____
14. Number of teaching positions____(a) K-6____ (b) 7-12____
15. Number of different teachers employed 1
16. Average membership for the year: (Districts teaching only first eight grades, list all in elementary division) (Item 8)____
    a. Elementary (Grades K-6 inclusive, except as noted above)____
    b. Number of Elementary teachers____
    c. Secondary (Grades 7-12)____
    d. Number of Secondary teachers____
17. Number of days school was in session (Item 12)____
18. Number of days for which teachers were paid (Item 13)____
19. Number of pupils granted 8th grade diplomas____
20. Number of last years graduates in high school 1
21. Has the district all supplies, dictionaries, globe, maps (required by law?) (Page 17, 1936 School Laws). (List missing items)____
22. Are hygiene and physiology being taught as provided by law?____
23. (a) What is the source of water supply? Pump
    (b) Kind of toilets? Outdoor
    (c) Are both approved by the Health Department?____
24. (a) Is the heating plant adequate?____
    (b) Is it in good condition?____
25. Does the district furnish seat work material?____
26. (a) Have you a P. T. A. or other community group? What?____
    (b) Name of President____ Address____
27. Years of teaching experience____
28. Years of training beyond high school____
29. Kind of degree____ Institution____
30. What year was your certificate registered in the commissioner's office?____
31. In what month did you pay your institute fee for this year?____
32. Annual salary received this year____
33. Where will you teach next year?____
34. Recommendations for the betterment of your school____

SPECIAL DIRECTIONS:
Make Annual Report complete in three copies. One to School Commissioner, one to School Director and one to Successor.

____
Signature of Teacher, Principal or Superintendent.

The last check should not be given to the teacher until a receipt is produced showing that all fees are paid and all reports are complete. Where there is more than one room one report should be sent to the Commissioner for the whole school. Every blank should be completed.

FOR YEAR

Beginning Sept. 7 19 42

Ending May 21 19 43 Dist. No. 4 Alamo Township Hazel E. Richards Teacher

FINAL REPORT TO SUCCESSOR AND COMMISSIONER (OR SUPERINTENDENT) ON ATTENDANCE, SCHOLARSHIP RECORDS, CLASS SUMMARIES AND RECOMMENDATIONS

Total No. of Days Taught 172

Teacher's Salary

BRANCHES: Arithmetic	Drawing	Language—Grammar	History	Physiology—Hygiene	Penmanship	Reading	Spelling	Geography	Agriculture	Civil Gov't			Promoted * to Grade	Number	Grade	Names of Pupils	Date of Birth	Sex	Half Days Present	Half Days Absent	Days Membership	Times Tardy	Date of Entry	R. Et. or Ret.	Date Left	Recommendations
B		B		A	B	A	B	B					4	1	3	Buck, Betty Jean	7/31/34	F	341		180					
B		C			C	B	B						3	2	2	" , Flora Mae	11/4/35	F	336		"					
B		C		B	C	C	C	C					5	3	4	" , Richard	1/31/33	M	345		"					
B		B		B	B	A	A	C					5	4	4	Molliton, Crystall	3/28/34	F			"					
C		B			B	C	B						2	5	1	Rutledge, Robert	7/29/36	M	300		"					
D		C		B	C	C	D	C						6	Un	Strauss, Fredrick	1/26/28	M	340		"					
B		C		B	C	C	C	C					6	7	5	" Hazel	1/16/32	F	342		"					
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=YEARS TOTALS

FOR PART-TIME AND SUBSTITUTE TEACHERS IN RURAL SCHOOLS ONLY

Names of Teachers Employed	Date Certificate was Issued	Kind of Certificate Life, Limited, Etc.	Teacher Training Institution	Date of Expiration of Certificate	No. Days Employed	Hours per Day	Salary Received

Form CA-100C

1942–1943

REGISTER OF VISITORS

DATE	NAME	REMARKS	DATE	NAME	REMARKS
[illegible] 21	Mary Ensfield	Best wishes for a happy school year!			
Mar 15	Mary Ensfield	Boys & girls have done very well.			

DAILY PROGRAM OF CLASSES

A. M. TIME	CLASS

P. M. TIME	CLASS